

Message Text

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PAGE 01 STATE 278280

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TO AMEMBASSY SINGAPORE
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UNCLAS STATE 278280

E.O. 11652: N/A

TAGS: BEXP, OCON, SN

SUBJECT: FAR EAST COMMERCIAL OFFICERS CONFERENCE

REF: SINGAPORE 4912

1. SINGAPORE LEADING CANDIDATE TO HOLD NEXT JOINTLY FUNDED FAR EAST COMMERCIAL OFFICERS CONFERENCE. CONFERENCE DATES WOULD BE EVENING OF FEBRUARY 21-FEBRUARY 24 AND SUGGESTED CONFERENCE SITE WOULD BE U.S. TRADE CENTER. SELECTED REPS FROM ALL FAR EAST POSTS WOULD BE INVITED TO ATTEND SUBJECT CONFERENCE IN VIEW OF DECISION THAT FOR COST PURPOSES ONLY ONE FAR EAST CONFERENCE WILL BE HELD. ATTENDEES FROM FAR EAST POSTS (EXCLUSIVE OF SINGAPORE, ALL OF WHOSE E/C OFFICERS ARE INVITED TO ATTEND) PLUS WASHINGTON DELEGATION WILL NUMBER APPROXIMATELY FORTY OFFICERS.

2. FOR PLANNING PURPOSES, WE NEED EARLY JUDGMENT FROM HOST POST REGARDING FEASIBILITY HOLDING CONFERENCE ON DATES MENTIONED. YOUR REPLY SHOULD TAKE INTO CONSIDERATION FOLLOWING LOGISTICAL SUPPORT THAT WOULD BE REQUIRED:

UNCLASSIFIED

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PAGE 02 STATE 278280

A. HOTEL ROOM RESERVATIONS. HOST POST IS REQUESTED TO MAKE RECOMMENDATIONS WITH RESPECT TO HOTEL WHERE ADVANCE RESERVATIONS CAN BE MADE WITHOUT INCURRING FINANCIAL

OBLIGATION.

B. ADMINISTRATIVE SUPPORT. SERVICES OF ONE SECRETARY PART TIME FOR WEEK PRIOR TO CONFERENCE AND FULL TIME DURING CONFERENCE WOULD BE NEEDED TO TRANSCRIBE NOTES AND ASSIST WASHINGTON ADVANCE OFFICER WITH ADMINISTRATIVE ARRANGEMENTS. COMMERCE ADVANCE OFFICER WOULD ARRIVE APPROXIMATELY ONE WEEK EARLY TO HANDLE DETAILED ARRANGEMENTS. CONTROL OFFICER WOULD BE NEEDED TO SUPPORT AND COORDINATE. POST REQUESTED TO CABLE NAME OF CONTROL OFFICER.

C. TRANSPORTATION. TRADITIONAL PRACTICE AT THESE CONFERENCES IS THAT HOST POST ATTEMPTS TO PROVIDE CAR AND DRIVER, AS REQUIRED, FOR THE TWO CONFERENCE CO-CHAIRMEN (ONE EACH, FROM STATE AND COMMERCE) IF THEY HOLD DEPUTY ASSISTANT SECRETARY RANK OR ABOVE. WE UNDERSTAND THAT SINGAPORE HAS LIMITED MOTOR POOL. THEREFORE, SHOULD A CAR BE NEEDED, WE ARE PREPARED TO RENT CAR AND DRIVER. POST REQUESTED TO CABLE GOING RATES FOR RENTAL CAR AND DRIVER SO WE CAN PROPERLY BUDGET FOR THIS EXPENSE.

D. REPRESENTATION. PRACTICE IN MANY PREVIOUS CONFERENCES OF THIS TYPE HAS BEEN FOR RANKING POST OFFICIAL TO HOST RECEPTION ON EVE OF CONFERENCE (FEBRUARY 21) FOR ALL CONFERENCE PARTICIPANTS FOR WARM-UP, GET-ACQUAINTED PURPOSES. IT IS RECOGNIZED THAT IN ORDER TO QUALIFY FOR REPRESENTATION REIMBURSEMENT, POSTS MAY WISH TO INVITE HOST COUNTRY NATIONALS, BUT IT IS PREFERRED THAT NATIONALS NOT SIGNIFICANTLY OUTNUMBER CONFERENCE PARTICIPANTS.

3. PLEASE ADVISE STATE AND COMMERCE SOONEST WHETHER PROPOSED CONFERENCE DATES ARE ACCEPTABLE AND IF POST PERCEIVES ANY PROBLEMS IN MEETING LOGISTICAL REQUIREMENTS.

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PAGE 03 STATE 278280

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